

MORRILL MEMORIAL LIBRARY
Norwood, Massachusetts

BOARD OF TRUSTEES
Minutes of February 12, 2013

PRESENT Patricia Fanning, Chair; Sarah Begg, Vice Chair; Susan Pipes, Cashman Kerr Prince, Patricia Reardon, Patricia Hines - Trustees; Charlotte Canelli, Director; Elizabeth Dickson, Recording Secretary. Staff representative present: Judy Zavracky

MINUTES A motion was made/seconded (Prince/Begg) and unanimously voted to approve the minutes as amended of the January 8, 2013 meeting.

WARRANT The warrant was presented and signed by all trustees present.

CORRESPONDENCE

The Board received two public hearing notices from the Town of Norwood Personnel Board: "Military Leave Policy"(2/20/13) and "Fair Labor Standards Act" (2/20/13)

FINANCIAL REPORT

Current The Current Status Budget FY13 dated Feb. 12, 2013 and four pages of detailed
FY13 Budget Utilities Usage from FY05-FY13 were reviewed by Ms. Canelli.
Status

Special Funds Ms. Canelli reviewed the Special Funds Report FY13 dated February 12, 2013.
Report Discussion followed regarding the Sastavickas Scholarship Fund.

OLD BUSINESS

Noise in the Ms. Canelli stated the library remains relatively quiet. The library collection is being
Library shifted, specifically YA fiction, graphic novels and adult westerns and non-fiction.

FY14 Budget/ The two-page library handout "What We Bring to the Town" was reviewed.
FinCom Mr. Prince stated Brian Samek was commended at the Finance Commission meeting for his excellent work on the technology planning. Ms. Canelli stated the meeting with the Finance Commission went well and she awaits word on the budget. Ms. Canelli and Mr. Prince reported on the meeting they attended stating FinCom listened to our justification of increases in our computer expenses.

Draft 2012 Ms. Canelli reviewed and discussion followed on the draft 2012 Annual Report. She
Annual stated she has photographs to add to the report. Following discussion it was agreed
Report to add some specific statistics.

Book Funds Ms. Canelli reviewed her previous report on Book Funds which Mr. Prince summarized. A motion was made/seconded (Prince/Reardon) and unanimously voted to reimburse Ms. Canelli \$119.32 from the Swain Fund. She will present a report at next month's meeting on how this fund is used.

NEW BUSINESS

There was no new business.

DIRECTOR'S REPORT

Circulation Statistics The two-page Library Statistics 2013 Report updated February 2013 was reviewed.

Advocacy/Marketing Ms. Canelli reviewed the two-page report dated February 12, 2013 for January 2013.

Facilities Update Ms. Canelli reviewed Mr. Croak's Monthly Report Feb. 12, 2013, dated January 30, 2013. She updated the Board regarding library safety/security. She will check with the Norwood Police Department to determine if they need the code to access entrance to the rear of the building as that door will now be locked. It was agreed by the Board that only the Board Chair needs to know the code. The code will be changed every six months. Ms. Canelli stated the leak on the hot water boiler system is now corrected and that replacing light bulbs is ongoing.

Departmental Reports The seven-page report- February 2013 for the month of January 2013 was reviewed and discussed. The February 10th Musical Sundays concert was cancelled due to snow and is rescheduled for May 5. Ms. Canelli listed some of the suggestions in the suggestion box. Ms. Canelli posts suggestions received to a page on the website with explanations as to whether the library can or cannot make the suggested changes.

News Releases Press releases and media articles were reviewed.

Personnel A new part-time custodian has been hired and Jim and Tony are training him. The custodial staff has been managing snow removal on the walks and entrances.

Programming This was covered in Ms. Canelli's departmental report.

Friends of the Library The library staff and library Board is holding its second Annual Volunteer Appreciation Tea on February 14 from 10:00 am to 2:00 pm. The Friends, literacy tutors and all library volunteers, past and present, are invited.

Ms. Canelli reported the Friends are doing very well. Tonight's Abraham Lincoln's Program is heavily attended.

Ms. Canelli distributed copies of Municipal Advocate published monthly by the Massachusetts Municipal Association. The January issue focused on Massachusetts libraries.

Minuteman Network & MA Library System (MLS) There was no report. Ms. Canelli stated that MLN has finalized their budget with a 2% increase and she attends the MLS board meetings monthly.

DIRECTOR'S REPORT - continued

Search There were no search warrants.
Warrants

Miscellaneous **The next meeting is scheduled for March 12, 2013.**
Advisories

STAFF/PUBLIC REMARKS

Judy Zavracky is listening to *Mission to Mars: My Vision for Space Exploration* by Allan First.

TRUSTEES' REMARKS

Ms. Hines continues to listen to *Count of Monte Cristo* by Alexander Dumas. She is reading *The Life of Pi* by Yann Martel.

Ms. Begg is reading *I, Michael Bennett* by James Patterson; *Catching Fire* by Suzanne Collins, and *Binky the Space Cat Book* by Ashley Spires in the juvenile graphic series.

Mr. Prince is reading *How the French Invented Love: Nine Hundred Years of Passion and Romance* by Marilyn Yalom. He wished all a happy Mardi Gras.

Ms. Fanning is reading *Mozart at the Gateway to His Fortune: Serving the Emperor (1788-1791)* by Christoph Wolff, *Retirement on the Line: Age, Work and Value in an American Factory* by Caitrin Lynch and *In Death Lamented: The Tradition of Anglo-American Mourning Jewelry* by Sarah Nehama.

Ms. Pipes is reading *Caught* by Harlan Coben, *Dark Places* by Gillian Flynn and *Hokey Pokey* by Jerry Spinelli.

Ms. Reardon is reading *Defending Jacob* by William Landay and *This is How You Lose Her* by Junot Diaz. She stated she enjoys Latin American writers.

Ms. Canelli is reading *Going Clear: Scientology, Hollywood and the Prison of Belief* by Lawrence Wright.

A motion was made/seconded (Begg/Pipes) and unanimously voted to adjourn the meeting at 8:30 p.m.

Respectfully submitted,

Elizabeth M. Dickson
Recording Secretary